



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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## ***Memorandum***

TO: Administration Committee

DATE: September 2, 2009

FR: Executive Director

W. I. 1153

RE: Purchase Order – Office Supplies Provider: Radstons Office Plus

### **Background and Project Description**

On June 17, 2009, MTC, on behalf of itself and the Association of Bay Area Governments, distributed an Invitation for Bid (IFB) to 30 local office supply vendors to provide next-day delivery of general office supplies for MTC and ABAG. Three bids were received from: 1) Blaisdell's, San Leandro, CA; 2) Radstons Office Plus, Hercules, CA; and 3) Select Business Products Incorporated, Danville, CA. The lowest responsive responsible bidder was Radstons Office Plus. Radstons is MTC's current vendor.

If approved by this Committee, Radston's will provide general office supplies (including information technology and ergonomic supplies) between September 2009 and June 30, 2010, with an option to renew for three additional consecutive one-year periods ending June 30, 2013. Funding for the purchase order is included in the FY 2009-10 General Operations budget.

### **Recommendation**

We recommend that the Administration Committee authorize the Executive Director or his designee to issue a purchase order to Radstons Office Plus to provide general office supplies during FY 2009-2010, in an amount not to exceed \$50,000, with an option to renew for three additional consecutive one-year periods ending June 30, 2013, subject to approval of future agency budgets.

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Steve Heminger

SH:DR

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Consultant Contract Amendment

Work Item No.:	1153
Consultant:	Radstons Office Plus Hercules, CA
Project Title:	General office supplies
Purpose of Project:	To provide next day delivery of general office and computer supplies from September 2009 through June 30, 2010, with an option to renew for three additional, consecutive one-year, periods ending June 30, 2013.
Project Cost Not to Exceed:	\$50,000
Funding Source:	MTC General Operating Budget
Fiscal Impact:	Funds are included in the FY2009-10 Agency Budget
Motion by Committee:	That the Executive Director or his designated representative is authorized to issue a Purchase Order to Radstons Office Plus to provide general office supplies through June 30, 2010 with an option to renew for three additional, consecutive one-year periods, ending June 30, 2013, subject to approval of future Agency General Operating budgets, and the Chief Financial Officer is authorized to set aside funds from the FY2009-10 Agency Budget for this purpose in the amount of \$50,000
Administration Committee:	<hr/> Tom Bates, Chair
Approved:	Date: September 9, 2009